

General Search

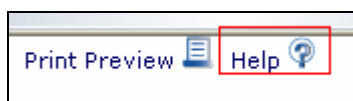
General Search allows the user to search by fields, and is available for every population. Because there are a wide variety of search options available, it is important to familiarize yourself with the various General Search data objects, referred to as folders. It is also important to learn how to use the “Look Behind” feature that allows you to see how various fields in LACES are labeled.

Look Behind

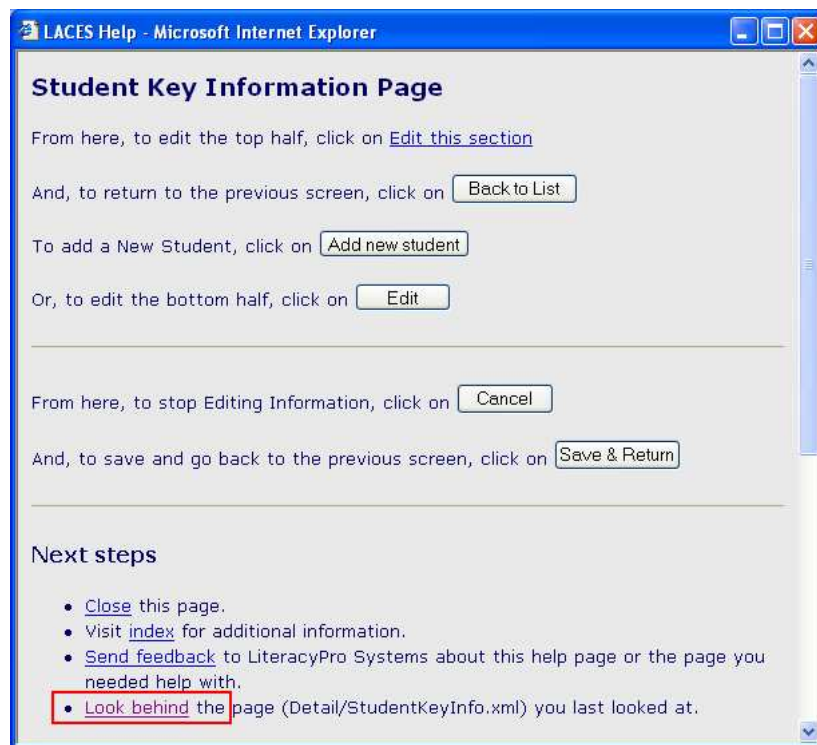
The “Look Behind” feature allows you to view the XML definitions that display LACES pages. XML stands for Extensible Markup Language and is a language used to lay out pages that will be rendered in your browser. Using the Look Behind feature helps you find which views and field names are linked to objects on the page that is being displayed. This is useful when using General Search.

To use “look behind” first display the screen you want to look behind. As an example, we will look behind the student key info page.

1. Open a student record. The Key Info page will display.
2. Click the Help button at the top right of the screen.



3. The Help screen will display. Click the “Look Behind” link.



4. A window will open that displays the XML code. Some key lines of code are explained below. In this example, the object "StudentKeyInfo" contains the field "Last Name." Therefore, if you were using General Search to find students with a specific last name, you would search the data object (folder) StudentKeyInfo and the field (sub-folder) LastName.

```

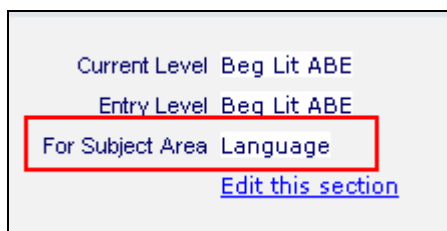
<?xml version="1.0" encoding="utf-8" ?>
- <LPSXML object="StudentKeyInfo" ← Name of Object
  <InternalTestVersion>0.004</InternalTestVersion>
  <Version>1.000</Version>
  <CssFile>detailpages.css</CssFile>
  <jsFile>detailpages.js</jsFile>
- <PageTitle>
  <Text>Student Key Information</Text> ← Title of page
  <CSSClass>pagetitle</CSSClass>
</PageTitle>
- <Header>
  <Text />
</Header>
- <Help>
  <Text />
  <TargetURL />
</Help>
<WriteAccessID>9</WriteAccessID>
<DeleteAccessID>9</DeleteAccessID>
<EnableDeleteButton>Y</EnableDeleteButton>
<DeletePerson>Y</DeletePerson>
- <Section>
  <SectionType>Header</SectionType>
  <ViewName>ViewStudentHeader</ViewName>
  <IDField>StudentID</IDField>
  <Title />
- <Layout>
  <Orientation>C</Orientation>
  <Span>4</Span>
</Layout>
- <PageFieldList>
  - <PageField>
    <Label>Last Name</Label> ← The way the field displays.
    <DataColumn>LastName</DataColumn> ← How the field is labeled in the
    <FieldType>TextBox</FieldType> ← What kind of field.
    <CSSClass>inputbox</CSSClass>
    <MaxLength>25</MaxLength> ← Length of the field.
  </PageField>

```

NOTE: Keep in mind that it is not necessary to use General Search if the standard searches, quick select, and modified views will help you find the records that you want.

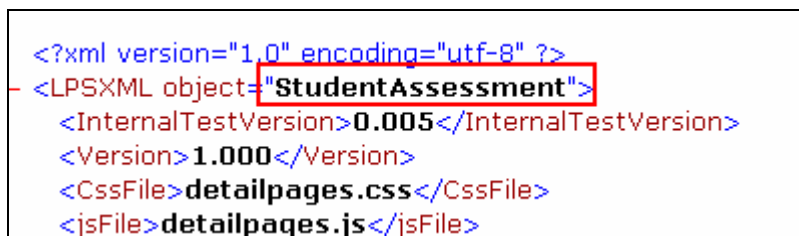
Not all data objects and fields are so obvious. For example, if you want to use General search to find a list of all students who are being tracked in math, you must first determine which datacolumn is used for subject area.

1. Open a student record and click the Assessments folder.
2. Subject area displays at the top right corner of the screen. We can determine that the field for subject area is labeled in the XML code as "For Subject Area" since that displays on the screen.



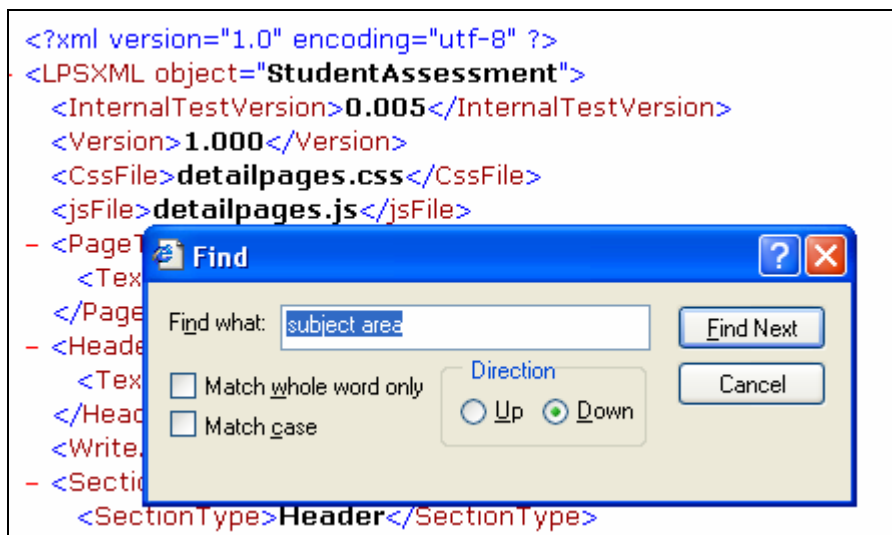
3. To see which data object stores the subject area, and to see how the subject area field is labeled in the object, click the help button, then click the "Look Behind" link.

The data object is called "Student Assessment."



As you scroll through the XML code, you will see the subject area field. You can also use the find feature to locate information on the page.

- a. Click Find on the toolbar.
- b. Enter the text you want to find, then click Find Next.



c. We can see in the code that the field “For Subject Area” is called “AssessDomain.” Therefore, if you were using General Search to find students with a specific subject, you would search the object StudentKeyInfo and the field LastName.

```
<PageField>
  <Label>For Subject Area</Label>
  <DataColumn>AssessDomain</DataColumn>
  <DataColumnID>DomainCode</DataColumnID>
  <CSSClass>inputbox</CSSClass>
  <FieldType>OptionList</FieldType>
  <OptionList>OT_Domain</OptionList>
</PageField>
```

For additional practice, look behind different screens and see if you can match up the fields as they display with how they are labeled in the data objects.

Using General Search

General search can be used to search all records, or a specific selection. If you are going to search a specific selection, first display the selection.

1. Go to Find.
2. Click General Search.



The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it is Private (for your user name only) or Public (for all users in your database).

General Search Help ?

☒ Create New Query
☐ Use Existing Query Select Existing Search Delete this query

Name: Share: Private

Description:

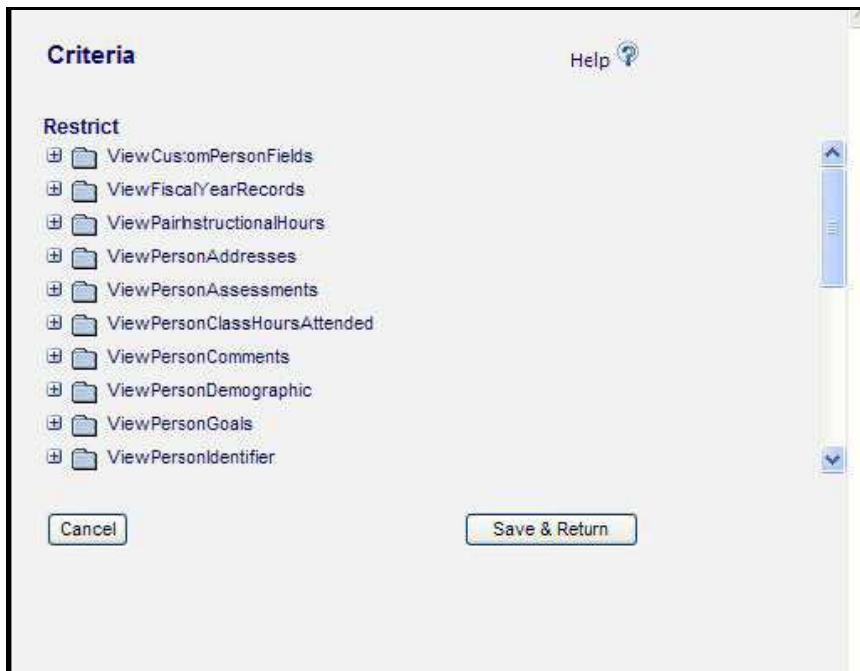
Add Criteria Modify Criteria Delete Criteria

NOT (Criteria) AND/OR

Cancel Query in Selection Query All Save

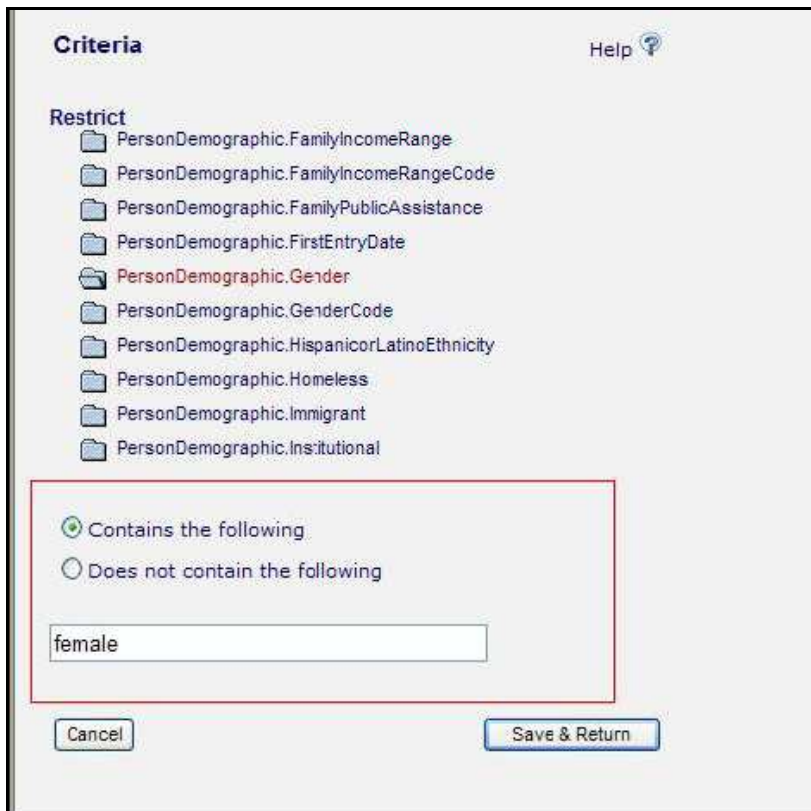
3. If you are creating a new search, click the “Add Criteria” button.
4. The criteria list will open up, displaying all the data objects (displayed as folders) from which you can choose to select criteria from. You may need to scroll up or down to see all the available fields (displayed as sub-folders).

NOTE: Many of these folders will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. The “look behind” screen will help you locate the correct data object and field.



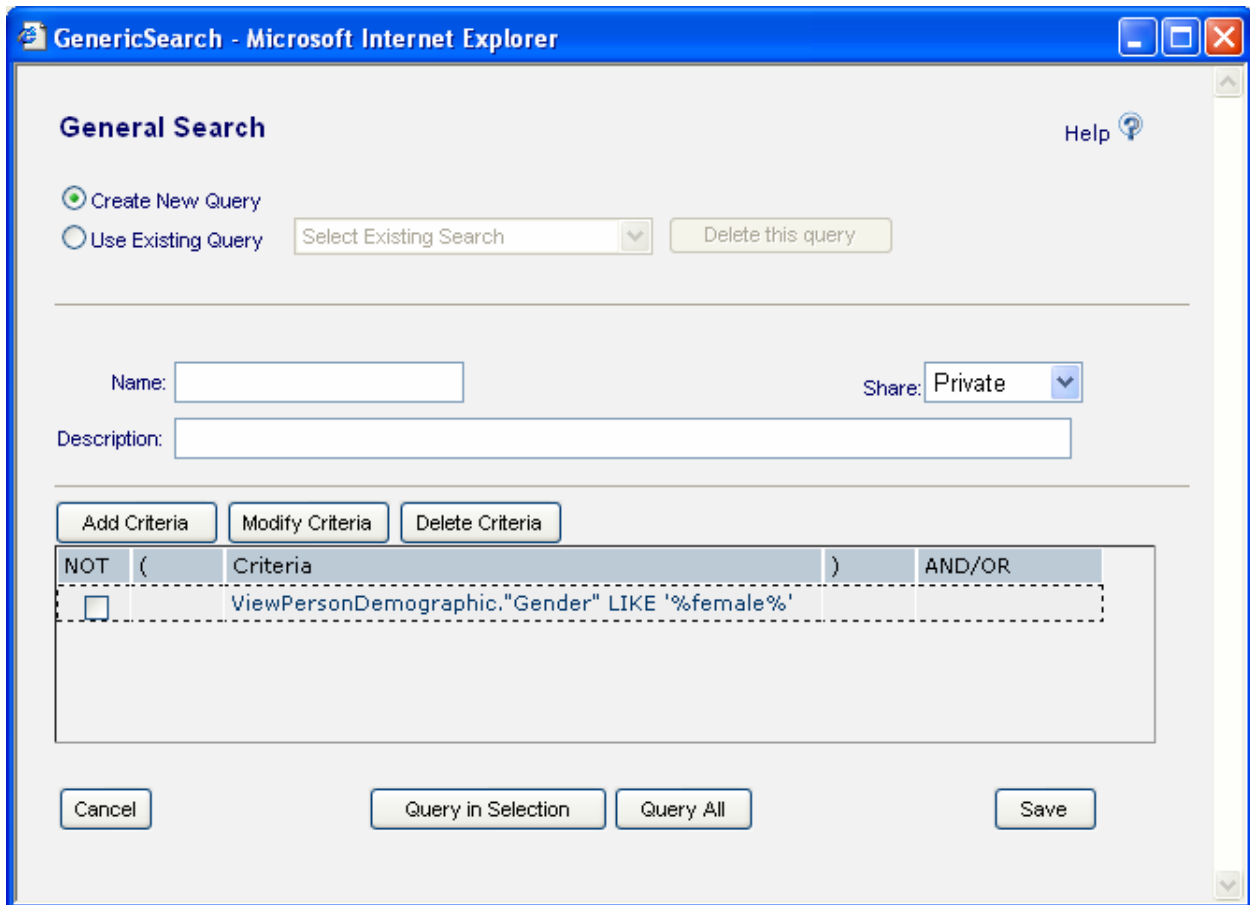
5. To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. For example, to search for demographics, click the + in front of the ViewPersonDemographic data object (folder).





6. Enter the information you are looking for. In this example, you will search for gender. You may either enter text that is contained in the field or omit text. When using text that is “contained”, you must consider how the search will look for the information. A search that contains “male” will find all males AND females, since “male” is contained in the word “female.”
7. Click Save and Return.

8. The criteria will display in the window. At this window, you may enter a name and description for the search and click Save. To run the search, you will click "Use Existing Query" and select the search name from the dropdown list.
9. If you wish to run the search and not save for later use, you may click either "Query in Selection" or "Query All."



GenericSearch - Microsoft Internet Explorer

General Search Help ?

☒ Create New Query
☐ Use Existing Query
 Select Existing Search
Delete this query

Name: Share: Private

Description:

Add Criteria
Modify Criteria
Delete Criteria

NOT	(Criteria)	AND/OR
<input type="checkbox"/>		ViewPersonDemographic."Gender" LIKE '%female%'		

Cancel
Query in Selection
Query All
Save

10. The records that contain the search information will display.

As you search different data objects, you will see that there are multiple ways to enter the search criteria.

True/False – if a field in LACES is a checkbox, the value of the field is true when checked, and false when not checked.



A dialog box with a light gray background. It contains three radio buttons: 'True' (selected), 'False', and 'N/A'. At the bottom, there are two buttons: 'Cancel' on the left and 'Save & Return' on the right.

Date Range – used to search a range of dates. If you are searching for only one specific date, the from and to fields will contain the same date.



A dialog box with a light gray background. It contains two radio buttons: 'Meets the following dates' (selected) and 'Does not meet the following dates'. Below the radio buttons, there are two date selection fields. The first field is labeled 'From' and contains the date '7/1/2009'. The second field is labeled 'To' and contains the date '12/31/2009'. Both fields have a small downward arrow on the right side.

Range – used to search for a range, such as age.



☒ Is within the range
☐ Is not within the range

From To